

REIMBURSABLE WORK AUTHORIZATION			1. DATE OF REQUEST	2. RWA/INTERAGENCY AGREEMENT NUMBER / (GSA Use only)	
3A. AGENCY/CUSTOMER BPN/DUNS NUMBER				4. WORK SITE	
3B. AGENCY/CUSTOMER ORDER NUMBER					
5. NAME OF AGENCY					
6A. AGENCY CONTACT NAME					
6B. CONTACT'S TELEPHONE NO.	AREA CODE	PHONE NUMBER	EXT.	6E. CONTACT ADDRESS	
6C. CONTACT'S E-MAIL					
6D. CONTACT'S FAX NUMBER	AREA CODE	PHONE NUMBER			
7. DESCRIPTION OF REQUESTED WORK:					

CHECK AS APPROPRIATE		11. REQUESTED WORK DATES		14A. FED CODE	14B. BUREAU CODE	
<input type="checkbox"/> 8. Plans Attached		A. START		15A. AGENCY FINANCE BILLING ADDRESS		
<input type="checkbox"/> 9. Modification		B. COMPLETION				
10A. BILLING TYPE	10B. BILLING TERMS	12. AGENCY CERTIFIED AMT		15B. STREET ADDRESS		
13A. AGENCY LOCATION CODE	13B. FISCAL STATION NUMBER (DOD ONLY)	13C. REQUISITION ID #		15C. CITY		
13D. FUND CODE /TREAS SYM						
13E. AGENCY ACCOUNTING DATA: (LIMITED TO 130 CHARACTERS)			13F. AGENCY FUND YEAR:	17A. CREDIT CARD NUMBER		17B. EXP. DATE
16A. CERTIFYING OFFICIAL'S SIGNATURE			16B. DATE	17C. TYPE OF CARD		17D. CARD HOLDER'S NAME
16C. NAME OF SIGNER (Type or Print)			18. CERTIFYING OFFICIAL'S PHONE NUMBER			
			AREA CODE		PHONE NUMBER	EXT

GSA INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY

19. PEGASYS DOCUMENT NO

20. PEGASYS ACCOUNTING LINE NUMBER

GSA will bill in accordance with FPMR Part 101-21.604(e)

FOR GENERAL SERVICES ADMINISTRATION PBS USE ONLY

21. PROJECT NO	22A. ORGANIZATION CODE	22B. B/A CODE	22C. BOAC CODE	22D. CORRES. SYMBOL
23. BRIEF PROJECT DESCRIPTION (LIMITED TO 25 CHARACTERS)				

24. Action (Check One)			25. PLEASE CHECK IF APPROPRIATE		
<input type="checkbox"/> NEW	<input type="checkbox"/> CHANGE	<input type="checkbox"/> DELETE	<input type="checkbox"/> COMPLETE	<input type="checkbox"/> COST BREAKDOWN ATTACHED	<input type="checkbox"/> MULTIPLE BLDG. FUNCTION (See Reverse)
26. <input type="checkbox"/> FIXED PRICE DOES APPLY		27. <input type="checkbox"/> GUARANTEE DOES APPLY		28. AGREED UPON COMPLETION DATE	
29A. ORGANIZATION CODE	29B. BUILDING NUMBER	29C. LEASE NUMBER	29D. F/C	29E. O/C	29F. TOTAL
29G. GRAND TOTAL					

30A. GSA APPROVING OFFICIAL'S SIGNATURE		30B. DATE	30C. TELEPHONE NUMBER		
			AREA CODE	NUMBER	EXT.
30D. E-MAIL ADDRESS:					
30E. SIGNER'S NAME (Type or Print)		31. POINT OF SALE TERMINAL <input type="checkbox"/> A. FINANCE <input type="checkbox"/> B. PBS		32. SELLER/GSA BPN/DUNS NUMBER	
33A. CERTIFICATE OF COMPLETION SIGNATURE		33B. SIGNER'S NAME (Type or Print)			33C. COMPLETION DATE

Instructions For RWA Form

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| 21. | Enter the GSA project number in this field, if applicable. |
| 22a-d | Enter GSA Organization Code. b. Enter B/A Code. c. Enter BOAC Code. d. Enter the Organization Correspondence Symbol. |
| 23. | Enter a brief project description (Limited to 25 characters) |
| 24. | Check the appropriate action block. |
| 25. | Check appropriate boxes if costs breakdown is provided and/or RWA involves multiple buildings. |
| 26. | Check if the project is fixed priced. If agency billing is based on a fixed price rather than by actual costs, this field should be checked. |
| 27. | Check if RWA is guaranteed. |
| 28. | Enter the mutually agreed upon completion date. |
| 29. | Enter the organization code, building number, lease number, function code, object class, and total dollar amount. |
| 30a-e. | Enter the signature, name, date, e-mail address, and telephone number of the GSA Approving Official. |
| 31. | Enter the point of sale terminal (for credit card purchases only). |
| 32. | Enter seller / GSA RWA BPN / DUNS number |
| 33.a-c. | Enter the certificate of completion signature, certifying name, and completion date. |

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